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Office of Personnel Services and Benefits

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Deputy Secretary*

MEMORANDUM

October 29, 2004

Sent via Email

TO: State Personnel Management System Personnel Directors

FROM: Andrea M. Fulton
Executive Director

SUBJECT: **Notification to Essential Employees for Emergency Closings**

This memo applies to agencies covered by the emergency release procedures. The State must notify essential employees of their essential status no later than December 1. Please ensure that your agency will be able to provide employees with this notification in time to comply with the procedures.

Please feel free to contact Margaret Embardino at 410-767-4483 or me at 410-767-4715 if you have any questions.

cc: Margaret Embardino, Director, Division of Employee Medical Services
Cindy Kollner, Deputy Executive Director, Office of Personnel Services & Benefits